

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
OFFICE OF INSPECTOR GENERAL  
FOREIGN SERVICE VACANCY ANNOUNCEMENT**

**Position:** Inspector, FS-1811-8/7/6  
(GS-07 thru GS-09 equivalent)

**Announcement No.:** FS-06-10PG

**Promotion Potential:** FS-01 (GS-15 equivalent)

**Multiple Positions**

**Opening Date:** 03/17/06

**Salary Range:** \$33,115 - \$60,851 w/locality  
(Candidate will also receive LEAP)

**Closing Date:** 03/16/07

**Location:** Office of Investigations, Washington, DC Headquarters, Baghdad, Cairo, Dakar, Frankfurt, Manila, Pretoria, and San Salvador

**Area of Consideration:** All Sources

The U.S. Agency for International Development (USAID), Office of Inspector General (OIG) is seeking entry level criminal investigators, called "Foreign Service Inspectors", to serve in positions located in countries where USAID is operating. The OIG's headquarters is in Washington, D.C. Currently, the OIG has field officers located in: Baghdad (Iraq); Cairo (Egypt); Dakar (Senegal); Frankfurt (Germany); Manila (Philippines); Pretoria (South Africa); and San Salvador (El Salvador). Candidates must agree not only to serve at any of the overseas posts, but also in Washington, D.C., according to the needs of the Foreign Service. The Foreign Service is more than a job - it's a career. As a member of an overseas team, you will not only help to accomplish the mission of the Agency but will also be a representative of your country to the people of other nations. A Foreign Service career involves uncommon commitments and occasional hardships, as well as unique rewards and opportunities. A decision to enter this career must involve unusual motivation and a firm dedication to public service. The Foreign Service strives to maintain diversity in the representation of gender, geographic region, race and ethnicity.

**Job Responsibilities:** Foreign Service Inspectors under supervision will plan, organize and conduct sensitive investigations related to USAID programs and operations involving alleged violations of U.S. criminal and civil laws and USAID regulations. The violations include but are not limited to false statements, conflict of interest, bribery, theft, kickbacks, antitrust, conspiracy, procurement integrity, and violations under the standards of ethical conduct.

With supervision, the applicant may develop or assist in the development of proactive investigative plans for sensitive, criminal investigations and other special investigative projects to determine the validity of allegations, scope of illegal activity or administrative mismanagement and maintain the integrity of Agency programs.

In addition the applicant may perform other duties such as interviewing witnesses, interrogating subjects, obtaining statements, making arrests, executing search and seizure warrants, and testifying before the grand jury, trial court and special hearings. The applicant may also utilize investigative techniques including use and development of informants, undercover operations, searching for evidence, surveillance, financial analysis, and obtaining evidence through the use of special

investigative tools such as recording devices, technical equipment, and subpoenas. The applicant will work closely with other USAID personnel, law enforcement organizations, and professional business communities in resolving alleged violations of criminal and/or civil law, or administrative regulations.

The applicant will prepare reports of investigations to be used in criminal, civil, or administrative proceedings; report investigative findings, as necessary; and assist authorities in the development and execution of judicial and/or administrative actions.

The applicant will provide fraud awareness training to USAID officials, contractors, grantees, and others to educate them as to the potential for fraud, waste and abuse in Agency programs and operations.

#### **GENERAL REQUIREMENTS FOR EMPLOYMENT IN THE FOREIGN SERVICE:**

1. Applicants must be citizens of the United States.
2. Applicants must possess a valid U.S. driver's license upon appointment.
3. Applicants are required to qualify and use firearms and other weapons as part of assigned duties of this position. Because of the Lautenberg Amendment [18 U.S.C. § 922(g)(9)], applicants are ineligible for this position if at **ANY TIME** they have been convicted of a misdemeanor or felony crime of domestic violence, unless such conviction was expunged, set aside, or the applicant received a pardon.
4. Applicants must be at least 18 years of age at the time of appointment. **This position is covered under the special retirement provisions for law enforcement officers. Applicants that have no prior series 1811 criminal investigator experience must meet the maximum age for entry into a "covered position" which is the date immediately preceding the applicant's 37<sup>th</sup> birthday and must be able to retire at the mandatory age of 57 years with 20 years of service as an 1811 criminal investigator. In order to receive consideration, you must include your date of birth in your application package.**
5. Applicants must agree to work an average of two hours extra per day to meet the requirements of law enforcement availability pay (LEAP), as described in Title 5 U.S.C. §5545a(d)(1). Upon tenure, the applicant will no longer qualify for LEAP, but will qualify for premium pay in the form of special differential at the current rate of 15% of salary.
6. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or/are exempt from having to do so under the Selective Service law.
7. Applicants must be willing to travel to a variety of overseas posts, some of which are classified as hardship posts.

8. Applicants must meet medical fitness standards which are more rigorous than those of most other professions. They must pass a thorough medical examination, which for some applicants may include a cardiovascular stress test.
9. Applicants must undergo a thorough background investigation to determine eligibility for a Top Secret security clearance, as well as suitability for appointment into the Foreign Service.
10. Applicants, depending of country of assignment, may be required to attain a certain level of foreign language proficiency. This can be demonstrated by either language aptitude scores or evidence of existing proficiency in a foreign language.
11. Applicants must be available for and willing to accept assignments throughout the world, including assignments to Washington, D.C. They must also be willing to travel frequently on short notice. In cases where both husband and wife are foreign affairs agency employees, both are expected to be willing to accept assignments to a post other than that of the tandem spouse in order to meet the needs of the Service.

#### **BASIC BENEFITS:**

1. Travel at Government expense of employees and their authorized dependents to and from posts of assignment in the United States and abroad.
2. Basic orientation at time of entrance on duty and subsequent in-service professional training before the first overseas assignment.
3. Group life insurance and health benefits programs.
4. Accrual of annual leave ranging from 13 to 26 working days a year, depending on length of service.
5. Accrual of sick leave at thirteen working days per year.
6. Locality pay authorized under certain circumstances.
7. Generous pension and Thrift Savings Plan similar to 401K benefits.

#### **BENEFITS WHEN ASSIGNED OVERSEAS:**

1. Travel expenses of employee and their authorized dependents to and from posts abroad, including shipment of personal effects.
2. Government quarters or housing allowance.
3. Cost of living allowance at posts where the cost of living is substantially higher than in Washington, D.C.

4. Salary differential, which is taxable, ranging from 5 percent to 20 percent of base pay at posts where there are unusual hardships.
5. Accrual of home leave at a rate of fifteen working days per year served abroad.
6. Paid round-trip transportation to a rest and recuperation area for employees and authorized dependents who are assigned to designated hardship posts.
7. Educational allowance for dependents under certain circumstances.
8. Limited coverage for emergency medical expenses of employees and authorized dependents.

## **II. APPOINTMENT:**

In order to be eligible to receive a conditional offer of employment, applicants must have successfully completed the application assessment stages and have been placed on a rank-ordered list of eligible candidates. A final offer of employment is contingent upon the candidate successfully completing the medical, security, and suitability stages. Candidates who are offered employment are given probationary appointments as *Foreign Service Career Candidates* for a period not to exceed five years.

**Medical Clearance:** Foreign Service pre-employment hiring policy requires that candidates be medically cleared for worldwide assignment according to the needs of the Service. Family members are not required to obtain medical clearances prior to a candidate's entry on duty. However, family members must be medically cleared before they can travel at U.S. Government expense to the assigned overseas post. Family members, who, for medical reasons, are unable to accompany the employee on an overseas assignment, may be eligible for a separate maintenance allowance. Medical examinations may be performed by a family doctor, in which case USAID will reimburse the candidate. Alternatively, the examination may be conducted at the Agency's medical facility in Washington, D.C.

**Background Investigation:** Eligible candidates will be asked to submit forms required for a security clearance and suitability determination for appointment to the Foreign Service. The clearance process considers such factors as registration for the Selective Service, failure to repay a U.S. Government-guaranteed student loan, past problems with credit or bankruptcy, failure to meet tax obligations, unsatisfactory employment records, violations of the law, drug or alcohol abuse, or a less than honorable discharge from the armed forces. Investigations, which usually take several months, include current and previous contacts, supervisors and co-workers. These investigations are conducted by USAID Security personnel in cooperation with other federal, state and local agencies.

**Occupational Requirement:** The duties of positions in this series require moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip,

and knee joint is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform the duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels.

Since the duties of these positions are arduous and responsible, involving activities under challenging conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to themselves, or others, is disqualifying.

### III. TENURE:

Foreign Service career candidates will be considered for tenure by a Tenuring Board after they have acquired a minimum of two years' overseas experience in the Service. Each career candidate is afforded two opportunities to receive tenure based on the Board's review of the employee's written performance evaluations which are prepared by a supervisor at least once a year. A career candidate who fails to perform satisfactorily may be separated at any time during their probationary period. Any employee who remains untenured after two reviews will be separated from the Agency at the end of the five-year probationary appointment. The appointment status of a career candidate who receives tenure will be changed from probationary to career.

The sole criteria for a positive tenure recommendation shall be the candidate's demonstrated potential, assuming normal growth and career development, to serve effectively as an FS officer over a normal career span, with potential for promotion to class FS-1. Serving effectively as an FS officer with USAID requires demonstrated knowledge and abilities in four broad skill sets, which includes technical and analytical skills (development assistance knowledge; information gathering, analysis, and problem solving; and written communication skills); resource management skills (managing human resources, reliability, and planning use of financial resources); teamwork and professionalism skills (cultural sensitivity and respect for diversity, adaptability and flexibility; communication); and leadership skills (direction and vision, motivation, and professional development).

### IV. FOREIGN SERVICE INSPECTOR CAREER:

Foreign Service employees will first be stationed in Washington, DC. Each year, employees will be given the opportunity to bid for available positions overseas. The OIG will try to accommodate employees' personal preferences, however, program needs of the OIG, individual career development needs, and the need for assignment continuity will also be determining factors in making assignments overseas.

Salaries within the starting ranges for new employees will be determined at the time of a permanent offer of employment. The entry level salary for Federal Civil Service candidates appointed to the

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Foreign Service without a break in service will be at the rate, within the Foreign Service grade to which they are appointed, that is nearest to the base salary rate of their previous grade.

Performance is evaluated in writing annually by a supervisor. After one year in grade, the inspector is eligible to compete annually for promotion with other inspectors at the same grade. Due to the limited number of yearly promotions available, panels select candidates based on published criteria and quality performance. In general, persons with good performance will receive a within-grade increase annually up through step 10 and biennially from step 10 through step 14 if they have not received an equivalent increase during that period.

## **V. QUALIFICATIONS AND SPECIALIZED EXPERIENCE REQUIREMENTS:**

### **Education or Specialized Experience**

To qualify for the FP-08/GS-05 level, applicants must have 4-year course of study leading to a bachelor's degree OR 3 years of work experience, 1 year of which was equivalent to at least GS-04.

To qualify for the FP-07/GS-07 level, applicants must have 1 full year of graduate level education or superior academic achievement (S.A.A.)\* or 1 year of work experience equivalent to at least the GS-05.

\*Superior Academic Achievement (S.A.A.) is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1. Class standing – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. Grade point average (G.P.A.) – Applicants must have a grade-point average of:
  - a. 3.0 or higher out of a possible 4.0 (“B” or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed on courses completed during the final 2 years of the curriculum; or
  - b. 3.5 or higher out of a possible 4.0 (“B+” or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
3. Election to membership in a national scholastic honor society – Applicants can be considered eligible based on membership in one of the national scholastic honor societies. The honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird’s Manual of American College Fraternities (1991). Membership in a freshman honor society cannot be used to meet the requirements of this provision.

To qualify for the FP-06/GS-09 level, applicants must have 2 full years of progressively higher level graduate education or Master's or equivalent graduate degree OR 1 year of work experience equivalent to at least GS-07.

Highly desirable are applicants who possess college degrees to include classes in finance, accounting, or law. CPA certificates or law degrees are extremely beneficial, as in a foreign-language proficiency, particularly in French or Spanish.

#### **HOW TO APPLY:**

All applicants, including current USAID and USAID/OIG employees, must submit one of the following application forms:

1. Resume and OF-306, Declaration for Federal Employment
2. OF-612, Optional Application for Federal Employment and OF-306

Your application must contain all of the following information or it will be marked incomplete:

1. Announcement number, and title and grade level you are applying for;
2. Full name, date of birth, social security number, complete mailing address and day and evening phone numbers, country of citizenship, veterans preference, if applicable, reinstatement eligibility, and highest Federal civilian grade held;
3. High school - name city and state, date of diploma or GED; Colleges and universities - name, city, and state, major, type and year of any degrees received;
4. Job title, duties and accomplishments; employer's name and address, supervisor's name and phone number, hours per week, salary; do not incorporate or attach position descriptions; indicate whether we may contact your current supervisor; and job-related training courses, job-related licenses and certificates, job-related honors, awards, and special achievements, computer software programs used, foreign language proficiency, academic honors, and extra-curricular activities in college.

#### **OTHER DOCUMENTS REQUIRED IN ADDITION TO THE APPLICATION FORM:**

- A two-to-three page, typed (double-spaced) narrative autobiography which discusses your:
  - Personal background;
  - Personal interests; hobbies and travel;
  - Professional experience which was not included in the employment application; and,
  - Motivation for applying for a Foreign Service Inspector career.

**Applicants currently employed by the Federal Government must submit a copy of their most recent performance appraisal (dated within the last 18 months).**

It is the responsibility of the applicant to insure that his/her application is complete. The personnel office will not be responsible for soliciting additional information from applicants.

Application packages should be submitted to:

U.S. Agency for International Development  
OIG/M/HCD  
1300 Pennsylvania Avenue, N.W.  
RRB, Room 8.07-A  
Washington, D.C. 20523-8700  
Attn: Human Capital Division

If you need a copy of the vacancy announcement, please call (202) 712-4189. Applications must be postmarked by the closing date and postmarks will be accepted up to five days after the closing date. Candidates who fail to submit all of the foregoing documents cannot be evaluated for further consideration.

**DRUG TESTING:** This position is subject to drug testing, in accordance with the U.S. Department of Health and Human Services' guidelines, as required under Executive Order 12564. Prior to appointment, all applicants tentatively selected will be required to submit to urinalysis to screen for illegal drug use.

**PLEASE NOTE:** INITIAL EMPLOYMENT RELOCATION EXPENSES **WILL NOT** BE PAID.

**EQUAL EMPLOYMENT OPPORTUNITY:**

In selecting personnel for appointment to USAID, OIG positions, there will be no discrimination based on race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non-membership in an employee organization. Applicants must be U.S. citizens.